

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | TITLE OF POSITION: <u>Director of Program Administration</u> | | CLASSIFICATION CODE: <u>02712600</u> | | | | | | |
| | SALARY RANGE: <u>Gr.131A 54718-61953</u> | | REFERENCE POSITION NO.: <u>943010100-00090</u> | | | | | | |
| | Department or Agency Name <u>R.I.H.E.A.A.</u> | | APPLICATION PERIOD: <u>09/10/10-09/17/10</u> | | | | | | |
| | Division/Section/Unit <u>Administration</u> | | | | | | | | |
| | Assignment(s) / Comments _____ | | | | | | | | |
| | Shift and Days: <u>Mon.-Fri. 8:30 am - 4:00 pm</u> | | Job Location: <u>560 Jefferson Blvd., Warwick, RI</u> | | | | | | |
| | Restrictions/Limitations: <u>Non-standard</u> | | | | | | | | |
| | Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> | | | | | | | | |
| | Name of Bargaining Unit Union: <u>Non-Union Position</u> | | | | | | | | |
| | There is * _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions | | | | | | | | |
| * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. | | | | | | | | | |
| General Information to Candidate | INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <table border="0"> <tr> <td>• The title of the position for which you are applying</td> <td>• Name of department where you are currently employed</td> </tr> <tr> <td>• Title of your present position and date you entered it</td> <td>• Your business telephone number</td> </tr> <tr> <td>• Date you entered State service</td> <td>• Present Union Affiliations</td> </tr> </table> | | | • The title of the position for which you are applying | • Name of department where you are currently employed | • Title of your present position and date you entered it | • Your business telephone number | • Date you entered State service | • Present Union Affiliations |
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| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICAN: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | | | | | | | | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISION: • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. | | | | | | | | |
| | • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | | | | | | | | |
| | DUTIES / RESPONSIBILITIES: Position shall be responsible for planning, implementation and evaluation for RIHEAA's Administrative programs and services as assigned. Coordinating, directing, and oversight of daily operations and staff of such programs. To be responsible for planning, directing and coordinating the work of professional and support staff as assigned. This position will be responsible for representing the Authority at various meetings in relation to state and federal procedures. Ability to work with managers and supervisors to develop policies, procedures, to review contracts and agreements as appropriate. | | | | | | | | |
| | EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: This position requires excellent organizational and interpersonal skills, and a collaborative style of leadership that encourages teamwork and interaction. Must have graduated from a college of recognized standing with a Bachelor's degree in Business Administration/Management and responsible employment in a supervisory or management position. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. | | | | | | | | |
| | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: | | | | | | | | |
| Attn: Human Resources RI Higher Education Assistance Authority 560 Jefferson Blvd. Warwick, RI 02886 | | | | | | | | | |
| Telephone #: <u>(401) 736-1100</u> Fax #: <u>(401) 732-3541</u> TTY/TDD #: <u>(401) 734-9481</u> (Telecommunication Device for the Deaf) | | | | | | | | | |
| *No E-Mail Applications Accepted* | | | | | | | | | |



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER